

Bureau of Land Management California



Fuels Module Operating Guide

FY 2003 – 2005

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FUELS MODULES OPERATIONS GUIDE

2000 - 2005

1. MISSION STATEMENT

The California BLM Fuels Modules (FM) consist of four modules, each made up of approximately 5-10 module personnel for a total of about 50 personnel. The purpose of the modules are to provide the Bureau of Land Management with a skilled, mobile and mission-specific workforce that is principally assigned to fire use and hazardous fuel reduction activities. The primary mission and priority of the FM is the implementation of hazardous fuels reduction and prescribed fire projects to include project design, site preparation, project implementation and monitoring. The FMs are available for statewide fuels management projects.

The FMs may be made available to any BLM unit throughout the field season with particular support emphasis placed on those field offices that do not have a fire suppression crew resource.

2. PERSONNEL MANAGEMENT

2.1 The four modules are located at the following host field offices:

- Alturas
- Surprise
- Hollister
- Palm Springs/Riverside

A. Staffing of modules will be from 5-10 members.

B. Module names will be referred to by the name of the host field office.

C. Core seasons are defined when modules are fully staffed with their normal employees. Permanent module employees will work a longer season. Core seasons for the modules are as follows:

- Alturas
Start date – May 15th
End date - Sept 30th
- Cedarville
Start date – May 15th
End date - Sept 30th

- Hollister
Start date- May 15th
End date – Sept 30th
- Palm Springs/Riverside
Start date- May 15th
End date- Sept 30th

2.2 Prescribed Fire/Fuel Modules are comprised of:

- One GS-8 Module Leader; typically a permanent or detailed position each fiscal year. One GS-6/7 Assistant Module Leader; typically a career seasonal or detailed position for each seasonal year.
- Two GS-5 Module Members (Squad Bosses); career seasonal employees.
- Two to six GS-2/3/4 Module Members; seasonal employees.
- Trainees or detailers as scheduled.

2.3 Field Offices will hire seasonal module members from the temporary firefighter recruitment list out of the California State Office, or Quick Hire.

- A. Permanent full-time and career seasonal positions, when approved, will be recruited individually by each field office as necessary.
- B. Recruitment actions and position descriptions will be based on the standard Prescribed Fire/Fuels Management position descriptions.

2.4 Minimum qualifications for each position level have been set as follows:

- GS-7/8 - Single Resource Boss
 - GS-6 - Firefighter Type 1
 - GS-5 - Firefighter Type 2
- A. Minimum training and qualifications for California BLM Fuels Modules, are identified in the California BLM Training Standards and Qualifications for California BLM Fire Personnel Instruction Memorandum that is issued yearly. Training, qualifications and target qualifications for the Fuels Module Leader are included in this operations guide and are as follows:

Fuels Module Leader:

Training:

310-1 Required:

- Crew Boss S-230
- Fire Behavior S-290

BLM Required:

- First Aid/CPR & Blood Borne Pathogen Training

CA-BLM Required:

- Basic ICS
- Initial Attack Incident Commander S-200
- Ignition Operations S-234
- Fire Business Management Principles S-260
- Basic Air Operations S-270
- Campbell Wildfire Predictive System (CPS)- Recommended
- **Certification required for Successful completion of the training requirements**

Target level qualifications for this position are:

- Burn Boss II
- Ignition Specialist II
- Prescribed Fire Behavior Monitor
- Single Resource Boss
- Incident Commander Type 4

B. Additional NWCG fire qualifications will be pursued at the discretion of each module and their field office supervisor.

C. Target fire and prescribed fire qualifications for other module positions should be geared to development of individual employee career development goals.

See the attached California BLM Training Requirements for additional training standards for module members and for selected Red Card positions that may be held by fuels module members.

- 2.5 Modules will be supervised on a day-to-day basis by the Module Leader with project direction/implementation schedule provided by the Field Office Fire Management Officer FMO or Field Office Fuels Specialist).

The responsible field office FMO must have a sufficient amount of programmed, pre-assigned prescribe fire and fuels management projects for the modules as identified and approved in the respective field offices hazardous reduction project annual work plan.

- 2.6 Each permanent and career seasonal individual employee must have their prescribed fire qualifications and training entered into or updated in the Shared Application Communication System (SACS).
 - A. It is the responsibility of each host field office to ensure that qualifications are entered accurately and timely after PFFM members have been hired.
 - B. PFFM personnel who are not either qualified or trainee rated to perform a particular task, will be unavailable for that assignment.
- 2.7 All PFFM personnel will be red carded and must be able to pass the 3 mile pack test carrying 45 pounds in under 45 minutes. This requirement is a condition of employment. Regular physical fitness training will follow BLM standards.

3. FINANCIAL MANAGEMENT

- 3.1 The CSO, Branch of Fire and Aviation will provide host field offices with project-based salary and support funds for module members, as identified and approved in project implementation costs (2823 & 2824).
 - A. Field office FMOs and PFFM Module Leaders will be responsible for the management of appropriate project funds.
 - B. Modules are expected to spend travel funds efficiently and responsibly.
 - C. Funds for uniforms for PFFM personnel will be the responsibility of the host field office, in compliance with BLM uniform policy. Uniforms will be authorized for Module Leaders and Assistants only.
- 3.2 Labor costs for PFFM crew members (except the module leader) assigned to prescribed fire and fuels management projects must be provided from the project funds of the requesting field office. This will include overtime and travel to and from each project.
- 3.3 Travel, per diem, premium pay (overtime), and other support costs for wildfire assignments will be charged to the individual fire number (2821-00-XXX. Module leaders base eight=s will be coded to the appropriate sub-activity where funding is allocated in annual work plan.
- 3.4 Per diem rates for the modules will be set by the person who approves the travel authorizations in the host field offices. It is allowable to either provide food or set

up an appropriate per diem rate when modules are either camping or provided housing.

- A. Modules are eligible for full per diem when in travel status for all prescribed fire and hazardous fuels project assignments.
 - B. Modules are eligible for per diem on all wildfire assignments. Per diem costs will be charged to the appropriate fire number.
 - C. When feasible, requesting field offices should try to provide low cost meals, or set up blanket purchase agreements at local supermarkets to facilitate lower meal costs.
 - D. Requests for full per diem will be reviewed on a case-by-case basis by the host field office FMO.
- 3.5 When no housing, other than camping can be provided by a requesting field office, it is recommended modules be entitled to two nights rest per weekend in a nearby motel. This cost will be incurred by the requesting field office. Individual rooms for each module member
- 3.6 Use of privately owned vehicles for government travel to assignments must be approved by the host field office FMO.

4. OPERATIONAL STAFFING

- 4.1 As stated in section 2.6, prescribed fire and wildfire assignments will be scheduled and tracked primarily by the host field office FMO. In the event of scheduling conflicts, projects will be prioritized by the California Fuels Program Manager. Project priorities will be decided on case by case basis and based on the following general criteria:

- Previously established regional or statewide project priorities as identified in BLM annual work plan guidance.
- Limitations on prescription windows
- High resource benefits
- First come, first serve basis if all other factors are equal.

Host field office FMOs and Module Leaders are expected to actively identify, coordinate and obtain approval for hazardous fuels projects for their modules. Projects must be included in the California Resource Assessment Mitigation Strategies (RAMs) program and approved by the Field Office Manager.

- 4.2 Orders for out-of-field office assignments can be for any number of module members. Details for such orders are usually worked out between the host and receiving field office and must be coordinated with the responsible dispatch office. It is recommended that the core module is maintained, with a core being defined as a minimum of *five* individuals. Modules will not need to maintain their personnel core outside of the core season as defined in section 2.1.
- 4.3 Either the Module Leader or the Assistant Module Leader must remain with their module core at all times.
- 4.4 Modules will have the option of keeping personnel available for single resource assignments (i.e., details to write burn plans, perform monitoring, wildfire assignment to maintain or become qualified in a position, etc.) provided this does not compromise the availability of the module core.
 - A. Requests for single resource assignments should go through the host field office FMO and/or the Interior Zone Coordinator.

- B. Once a module is down to five people, single resource assignments will not be an option for members unless that module is back-filled by other individuals.
- C. Single resource assignments should be targeted as training assignments for module members whenever possible.
- D. It must be understood that individuals working away from the module core, may be delayed responding to, or miss altogether a wildland or prescribed fire assignment. How, or if a member rejoins the module will be at the discretion of the host field office FMO.
- E. It is recommended normal module members be given priority for single resource assignments over backfilling individuals and detailers.
- F. The host field office FMO must be made aware of, and agreeable to, all personnel movements within a module.

4.5 Modules may be back-filled to make up their core personnel, or when short staffed. When modules are fully staffed, regular PFM personnel should not be displaced, unless agreed upon by the host field office FMO and the Module Leader.

- A. Back-filling individuals must be red-carded and qualified, or a trainee, at a level commensurate with the position being filled.
- B. Logistical support for outside personnel must be provided by the module.
- C. Short staffed modules are not obligated to take backfill personnel on out-of-field office assignments, if the requesting field offices order does not require a full module.
- D. A. D. hires may be used to temporary support of hazardous fuels reduction projects in accordance with national policy.

4.6 Modules may also be supplemented by use of FM detailers. This experience is open to individuals throughout the BLM and other agencies who are looking to gain additional experience or qualifications as a:

- Prescribed Fire Behavior Monitor (RXFM)
- Ignition Specialist Type 2 (RXI2)
- Burn Boss Type 2 (RXB2)

NOTE: QUALIFICATION FOR THE ABOVE POSITIONS IS NOT AUTOMATICALLY GUARANTEED.

- A. Detailers should plan on spending 2-3 weeks with a module.
- B. The sending unit will be responsible for covering the base salary while a detailer is with a module.
- C. Host field offices must be prepared to supply logistical support for FM detailers.

4.7 FM personnel can be taken from different modules as single resources and combined into a temporary modules of any size, provided this does not compromise the core of any of the contributing modules.

(Module personnel cores do not apply outside the core seasons, as identified in section 2.1.) Temporary modules may be activated and used for special assignments at any time. There must be either a Module Leader or Assistant Module Leader present with any temporary module.

- 4.8 Modules committed to prescribed fire projects, will remain assigned to that project and unavailable for wildfire or other assignments until after that project is completed.
- A. Modules must be officially released from prescribed fire projects by either the Burn Boss or the requesting field office FMO before becoming available.
 - B. Modules may, at any time, be released from performing burn preparation and hand-crew hazard fuel reduction projects, and redirected to wildfire or prescribed fire assignments as a higher priority.
- 4.9 A module member who is unable to maintain availability and misses an out-of-field office assignment may be replaced with an individual from the host field office fire staff at the discretion of the host field office FMO.
- C. If replaced, the module member will work for the host field office FMO upon returning to duty, until their respective module returns.
- 4.10 An injured module member who is unable to fulfill his/her duties, will work for the host field office FMO on light duty until they are able to return to their normal work. If possible, host field office FMOs should try to back fill an injured persons position on the module.

5. WILDFIRE SUPPRESSION GUIDELINES

- 5.1 Since the FMs are dedicated for hazardous fuels reduction and fire use activities, modules will **not** be routinely available for wildfire suppression assignments. Exceptions can be made for extreme emergencies (defined as an event in which life is imminently threatened), or for local initial attack assignments limited to 48 hours or less. FMs should not be used to fill Type 2 Hand Crew assignments, except on rare occasions when fire activity is high and suppression resources are critically short. Fire assignments outside of the field office response area can only be approved by the field office fire management officer with concurrence of the California Fuels Program Manager.
- A. On initial attack assignments, FM personnel must be released after the second operational period.
 - B. Under Preparedness Levels IV and V, wildfire assignments for FMs, outside of the field office area, must be approved by the State Fire Management Officer. FMs may be used as State contingency resources.
- 5.2 Modules should **not** be available for pre-positioning or for placement on standby, in lieu of normal suppression resources in times of high fire danger.
- 5.3 FM personnel may be available for wildfire suppression assignments on an individual basis, to accomplish specific objectives and provided that the core of a module is not compromised. Wildfire suppression assignments must serve at least one of the following purposes:
- Assist an individual in the attainment of a PFFM target positions.

- Provide experience for an individual who is lacking a solid fire suppression background.
- Allow an individual to keep wildfire qualifications current, which could not normally be accomplished on a prescribed burn.
- Module members may be available for local initial attack on their lieu days, provided this does not impact their availability for scheduled PFFM projects during their normal workweek.

5.4 PFM individuals committed to approved fire suppression assignments will be unavailable for scheduled module assignments until released from that incident.

5.5 In the event a prescribed fire escapes and is transitioned to a wildfire, all PFFM personnel on the incident will normally be released after two operational periods, or after the appropriate suppression resources have arrived on scene.

5.6 Module personnel will be allowed to participate in non-fire emergency assignments, provided they are life threatening situations and the module is not committed to a wildfire or prescribed fire assignment.

6. TIME MANAGEMENT

6.1 When on projects, PFFM personnel will adhere to the work/rest guidelines established by the NWCG Fire Business Management Handbook.

6.2 In order to accommodate unique project requirements or situations (ie remoteness, timeline, etc.), modules have the option of changing their tour of duty (i.e., 10 days on, 4 days off; 5-4-9=s) at the discretion and approval of the host field office FMO.

A. It is recommended non-standard tours of duty are temporary in nature, be driven by the needs of unique project requirements.

B. The standard tour of duty for each module is:

4-10 hour days; 40 hours per week; overtime must be approved in advance by Field Office Manager.

6.3 Flex schedules are not permitted for the FMs during the Core Season.

6.4 During prescribed fire implementation windows, FM personnel should be available to meet an **8 hour** call back during weekends and normal off duty hours.

7. LOGISTICAL SUPPORT

7.1 The host field offices will be responsible for providing the following to the modules:

- Supplemental transportation in addition to the CSO crew vehicles.
- Office space, phone line, fax machine access, etc.
- Computer access, electronic communication, etc.
- Personnel support such as time keeping, OWCP, etc.

- Equipment for fire assignments
- Programmable radios and cloning cables
- Equipment for cooking and temporary food storage
- Cache space for equipment storage
- Quarters where possible

7.2 The requesting field office will be responsible for providing the following when using a module on any project:

- Meals and water
- Sleeping areas such as campgrounds, barracks, motels, etc.
- Sanitation facilities
- Fuel and equipment needs

8. LOCAL DISPATCHING AREAS

8.1 When working in their local areas, modules will be placed in a status (which includes module location, contact phone number and/or radio frequencies) by the host field office FMO or Module Leader, with the local dispatch office (see below). This may be done daily, weekly, or as often as a modules status and location changes. Local areas and dispatching offices for the modules are defined as follows:

<u>Module</u>	<u>Local Dispatch Office</u>	<u>Local Areas</u>
Alturas	SIFC	NORCAL East
Cedarville	SIFC	NORCAL East
Hollister	Porterville	CENCAL
Palm Springs	FICC	CDD

9. DISPATCHING AND ORDERING PROCEDURES - WILDFIRES

9.1 For ***all*** wildfire assignments, modules will be ordered and moved through the established dispatch ordering channels with a resource order.

For a wildfire assignment in a modules current location, it is the responsibility of that hosting unit to notify the responsible FMO and the dispatch office of the commitment of the module to that fire.

9.2 To assign a module to a wildfire, field offices must adhere to the following steps:

- A. Place a resource order following the standard procedure listed below, and then contact your local dispatch office.
- B. Mobilization of modules across different Geographic Areas will be coordinated between the Interior Zone Coordinators, and if appropriate, the National Interagency Coordination Center.

9.3 Modules must also be demobilized through the established interagency dispatch ordering channels following their release from a wildfire.

10. DISPATCHING AND ORDERING PROCEDURES - HAZARDOUS FUELS PROJECTS

- 10.1 For prescribed fires and other projects, modules may move around their local area as defined in section 8.1, without a resource order. Tracking will be covered by placing status with the local dispatch office (see section 8.1).
- 10.2 When leaving their local area for a prescribed fire or other projects, modules will be ordered and moved through the established dispatch ordering channels with a resource order.
- 10.3 BLM field offices interested in using a module for prescribed fires or other projects, should submit a formal request to the host FMO, along with a copy of the request to the CSO Program Manager, with the tentative dates, type of project, and number of people needed.
- 10.4 The project will be prioritized using the general criteria listed in section 4.1.
- 10.5 When the requested module becomes available, the host field office FMO, or in their absence, the respective Module Leader, will contact and make the arrangements with the requesting field office FMO, to clarify and finalize schedules, plans and logistics for the project.
- 10.6 For assistance on prescribed burn projects, the host FMO or Module Leader will contact the requesting field office days prior, to see if the burn is still a planned, based on forecasts and prescription windows.
- 10.7 If it appears a burn will be out of prescription, the requesting FMO will notify the appropriate parties and make the arrangements to reschedule the module(s).
- 10.8 Modules will be ordered for projects under the same procedures outlined in section 9.2. Modules will be demobilized under the same procedures set down in section 9.3.
 - A. Prescribed fires are not considered emergencies. Therefore, it is recommended that FM personnel be ordered from the local dispatch office during normal weekday work hours, unless the fire account will pay for dispatcher overtime. (When ordering resources, this could potentially mean any dispatch center in the interagency system.)
 - B. IT IS RECOMMENDED REQUESTING FIELD OFFICES PLACE RESOURCE ORDERS 48 HOURS IN ADVANCE FOR PRESCRIBED FIRES AND OTHER PROJECTS.

11. INTERAGENCY USAGE

- 11.1 The FMs may be available for interagency use for wildland fire use and prescribed fire assignments only. Modules may perform burn preparation and hazard fuel reduction projects for other agencies if approved by the Fire Management Officer.
 - A. The BLM will cover the labor costs of FM personnel on interagency assignments using the appropriate cost code. The requesting agency will be responsible for providing logistical support.
 - B. It is the responsibility of the host field office FMO to arrange interagency contacts for their respective module.
- 11.4 Agencies interested in scheduling a module for a project must submit a request to the host field office FMO.

- A. If a module is available, the host field office FMO will notify the appropriate parties and schedule the project.
 - B. Modules will be ordered and demobilized for projects by the requesting agency under the same procedures set down in sections 9.2, 9.3, 10.8A, and 10.8B. (IT IS RECOMMENDED MODULES UTILIZE RESOURCE ORDERS FOR ALL INTERAGENCY USE IN LOCAL AREAS.)
- 11.5 It is the responsibility of the host field office FMOs and Module Leaders to ensure their interagency cooperators know how to request FMs.
- A. Interagency cooperators should also understand the guidelines pertaining to use of FM personnel on wildfire suppression fires, as stated in section 5.
 - B. Copies of the BLM Prescribed Fire Module Operations Guide will be provided to all interagency cooperators.

12. TRAINING

- 12.1 It is the responsibility of the host field office to initiate Individual Development Plans for FM personnel as appropriate. The host field office is also responsible for providing or arranging the necessary training to enable employees to meet target red carded qualifications.
- The host field office FMO and/or dispatch center will maintain records of each individuals qualifications and training needs. These will be available to requesting units as needed.
- 12.2 Training should be completed primarily for the purpose of meeting the target qualifications established for the FM individual. Additional training may be given a lower priority than projects, if the training is non-essential and interferes with the completion of that project.
- 12.3 Each module member will be required to attend the minimum level of training each year. This may be in the form of official courses or in-service training.
- A. Part of the minimum training should include Annual fireline Safety Refresher Training as defined in BLMs Standards for Fire and Fire Aviation Operations (the Red Book). This safety refresher training must be completed before FM personnel are available for fire assignments.
 - B. Identification and funding of off-season training for module members will be the responsibility of the respective host field office FMO.
- 12.4 It is recommended that training among the individual modules be as standardized as much as possible to ensure continuity throughout the FM program.
- 12.5 FMs will conduct and document periodic “tail-gate” safety training in appropriate project related tasks and fire missions. For example, the “Six Minutes for Safety” program would meet the daily fire safety training requirement.
- 12.6 All training must be documented and kept in individual employee fire training files.

13. COMMUNICATION

- 13.1 It is the responsibility of each Module Leader to keep the field office FMO informed of the status and location of their module. This will be done at the beginning of the week either by telephone or e-mail.
- 13.2 Anytime a module changes its status, location or assignment, the field office FMO must be notified.
- 13.3 It is the responsibility of the Module Leader to communicate their modules accomplishments to the field office FMO weekly.
- 13.4 Field Office Fire Management Officers will report project completion accomplishments to the California Fuels Program Manager weekly for input into the National Fire Plan Operations Reporting System (NFPORS).
- 13.5 Module leaders are required to complete a daily activity log. See page 17 for a sample format.

14. EVALUATIONS

- 14.1 In order to provide feedback, identify training needs, and recognize module performances, requesting field offices should complete an ICS-244, Crew Performance Rating, and discuss the performance with the Module supervisor before release to the home unit.
- 14.2 Host field office FMOs will be responsible for the Module Leaders EPPR evaluation.
- 14.3 Module Leaders will be responsible for EPPR evaluations of the FM members on their module.
- 14.4 FMs will be included in Pre/Post Season Readiness Reviews to improve skills, abilities and fire fighting readiness.

PRESCRIBED FIRE/FUELS MODULE

DAILY ACTIVITY LOG*

*Can be used for more than one day in succession, when all items are unchanged.

Date(s): _____

Name	Position	Subactivity Code	Project name	Hrs. Reg.	Hrs. OT	Hrs. Hazard

Work Activity Code

01- Rx Fire 02- Handline Const. 03- Thinning/Felling 04- Handpiling

05- Fire Suppression 06- Training 07- Equipment Maint. 08- Other: _____

Vehicle(s) used:	License #	Unit #	Miles

Supplies/Equipment Used: _____

Other Remarks, Significant Events:

Signed: _____

CALIFORNIA BLM TRAINING REQUIREMENTS FOR FUELS MODUELS

(I) 9213-1 BLM RED BOOK Required
(II) 1112-1,2BLM/CA Required

(III) 310-1 NWCG Required
(IV) CFR OSHA Required

s Suggested
(V) IM 2001-25

(I,II) Currency Training (4 hrs. every year)....*FACT II: Fire Behavior, Stds. For Survival, LCES,
Shelter Deployment, Suppression Tactics.
FLAME 101: Firefighter Ethics & Conduct*

(IV) First Aid / CPR Currency.....*Every 2 years CPR – Every 3 years First Aid*

(IV) Blood-borne Pathogen Currency.....*Once*

(II) Defensive Driving Currency.....*Initial within first 3 months, refresher every 3 years*

(IV) Hazardous Material Awareness.....*Once, refresher every year(IM2002-138)*

(II) Safety Orientation.....*Once*

(IV) Safety Training for Supervisors.....*Once*

(IV) HazCom (Employee Right to Know).....*Once*

(II) B3 Aviation Safety Currency.....*Every 3 years, determined by involvement in aircraft ops*

(I) Chainsaw Operations Currency.....*Refresher every year for Class A and B*

(II) ATV Operations Currency.....*Initial and a refresher every 5 years*

FFT 2

S-130(III)
 S-190(III)
 I-100(III)
 Stds. for Survival(II)
 HAZMAT
 1st Aid/CPR
 Bloodborne Pathogens
 Completed TB(III)

FFT1

FFT2(III)
 S-131(III)
 S-201(II)
 S-211(II)
 S-212(II)
 Completed TB(III)

CRWB

FFT1(III)
 S-230(III)
 2-290(III)
 I-200(II)
 S-234(II)
 S-260(II)
 S-270(II)
 Completed TB(III)

FELB

FFT1(III)
 S-230(III)
 S-290(III)
 I-200s
 S-260s
 S-270s
 Completed TB(III)

ICT5

FFT1(II)
 S-133(III)
 S-290(II)
 Completed TB(III)

ICT4

CRWB,DOZB,ENGB,TRPB(III)
 S-215(III)
 S-200(II)
 S-234(II)
 Completed TB(III)

RXI2

Any Single Resource(III)
 S-234(II)
 Completed TB(III)

FEMO

FFT2(III)
 S-290(III)
 RX-340(II)
 S-244s
 Completed TB(I)

RXB3

ICT5(I)
 S-290(I)
 S-201(I)
 No TB(I)

RXB2

RXI2(III)
 ICT4(III)
 S-390(III)
 RX-300(II)
 RX-340(II)
 BEHAVE(II)
 RX-450s
 S-381s
 I-300s
 Completed TB

FUELS**MOD. LDR(II)**

FFT1
 S-230
 2-290
 RX-91
 I-200
 S-234
 S-260
 S-270

ASST. FUELS**MOD. LDR(II)**

FFT1
 S-230
 S-290
 RX-91
 I-200
 S-234
 S-260
 S-270